



BSFA Meeting Minutes

Date	Thursday 15 th September 2022	Chair	Katherine Huxtable-Drake
Location	Wagon & Horses Pub	Minutes taken by	Claire Poyser-Blair

Attendees:

- Katherine Huxtable-Drake (KHD) – Chair
- Claire Poyser-Blair (CPB) – Secretary
- Rebecca Barbary (RB) – Treasurer
- Abi Spencer (AS) – Trustee
- Joanne West (JW) – Trustee
- Mrs Nicky Blacknall (NB) – Trustee – **Apologies**
- Rosie Raife (RR) – Trustee
- Laura Perkins - Trustee
- Mrs R Cast (RC) – School Head – **Apologies**
- Victoria Smallwood (VS) – Friend of BSFA and Parent
- Emma Terry (ET) – Friend of BSFA and Parent

Agenda Items
<ol style="list-style-type: none"> 1. Welcome to the new school year and apologies - KHD 2. Finance and requests for spending – RB/CPB 3. Sign off of AGM & regular meeting minutes – Briefly review outstanding action points 4. Autumn Term Events recap 5. Plan Christmas fair 6. Winter/Spring term 7. School Wish list 8. AOB 9. Date of next meeting

Item	Discussion	Action Points
Welcome to the new school year and apologies	<p>KHD welcomed all attendees and gave apologies form NB & RC.</p> <p>KHD began the meeting with some really good news that our Planning permission for the new trim trail has been passed, we can now move forward with placing the order and booking in the installation, which will take approximately 2 weeks to complete. We have considered having the installation completed during school holidays, however Fawn have said that if we should book during term time, they will involve the children in the process and invite small groups to visit the site for Q&A sessions, which we feel would be quite nice. KHD will discuss with RC tomorrow and contact Fawn to progress the order.</p> <p>We have a brand-new Treasurer – RB; we have a hand over meeting booked for tomorrow and we will make decisions in the meeting what we will do with bank account access and report back in our next meeting</p>	<p>KHD discuss install time slot with RC and book with Fawn</p> <p>CPB/KHD handover finances to RB</p>
Finance and requests for spending	Current Bank Balance = £20,057	

	<p>Money in since last meeting: £1,762 broken down;</p> <ul style="list-style-type: none">- £520 Easy Fundraising- £104 Bags2School- £95 KS2 refreshments- £119 Bounce-a-thon cash donations- £175 Sports day refreshments- £30 Buys back of pop after sports day- £44 After school sweets and ice pops sale- £126 Classroom coin jars- £21 AmazonSmile- £336 KrispyKremes- £192 Big PTA Summer Raffle ticket sales <p>Money out since last meeting: £179 broken down;</p> <ul style="list-style-type: none">- £25 Epperstone Village Hall deposit (Monster Mash)- £54 supplies for KS2 performance & Frozen Friday- £100 Bouncy Castle hire (Bounce-a-thon) <p>Outstanding invoices to be paid in:</p> <ul style="list-style-type: none">- £325 – FabBricks - SchoolMoney- £545 Bounce-A-Thon – SchoolMoney- £500 Bounce-A-Thon match funding- £127 Bounce-A-Thon additional cash donations- We have a promise of £5000 from a contact of Lian <p>School to invoice BSFA for:</p> <ul style="list-style-type: none">- None outstanding <p>Spend requests;</p> <ul style="list-style-type: none">- We have not yet received a wish list from school- We are awaiting the Governor’s Budget from GB to see if there is anything we can cover under our constitution- VS suggested we may look at giving each class a cash amount and say that it must be spent on a specific thing (i.e. school trip) – To be considered by the Trustees- It was suggested that two trustees go in and have a meeting with RC and GB to discuss spend to see if we can look at things in a different angle – JW & RR nominated- RC has asked if we can arrange for the dips in the football goals to be filled and returfed, we would be happy to do this, however GB has asked us to put this on hold as it floods and he would like to look at putting in drainage – once drainage has been sorted, we can relook at this – preferably get donations of top soil and grass seed- Class reps haven’t had any requests – KHD has requested that each individual class rep speaks to teachers and parents- Mr Fish (School Caretaker) has suggested we look at another DIY Day to paint the inside of school – CPB still has paint that was donated by Selco Nottingham and AS has a contact for more paint supplies. School is in the process of replacing the display boards in the Hall and corridor once the existing ones have been taken down Mr Fish will contact CPB to arrange a date for the next DIY Day	<p>CPB send figures to Sarah Hill for Matchfunding</p> <p>Trustees to consider</p> <p>JW/RR liaise with RC & GB</p> <p>Class reps liaise with parents and teachers</p> <p>CPB liaise with Mr Fish</p>
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<p>Sign off of AGM & regular meeting minutes</p>	<p>Charities commission KHD/CPB will meet to discuss</p> <ul style="list-style-type: none"> - Personal details required from new team members <p>Governor's budget - Awaiting budget from GB</p> <p>BSFA PowerPoint presentation - VS no longer has a computer with PowerPoint – RR has a laptop with PowerPoint – RR & VS to work on together</p> <p>Easyfundraising poster has been completed – AS will resend</p> <p>Previous minutes agreed and signed off</p>	<p>KHD/CPB to arrange</p> <p>RR/VS update presentation</p> <p>AS to resend poster to BSFA</p>
<p>Autumn Term Events recap</p>	<p>MacMillan – Liena this running event 30th September 2022 time moved to 09:00 – 10:30</p> <ul style="list-style-type: none"> - LP happy to help with this event - LP has a donation of lots of cakes <p>Xmas cards – JW & RR managing project</p> <ul style="list-style-type: none"> - RR confirmed that the packs are on order - JW & NB will discuss with teachers the best way to organise the children's designs - All orders will be placed via the Christmas card app - All orders need to be in by 10th October - If help is needed RR will shout up - Once orders are placed, we will be required to give them out 1st week of December <p>Monster Mash 7th October 2022 – VS running this event with CPB & KHD's support</p> <ul style="list-style-type: none"> - WhatsApp group is active - DJ booked - Hall is booked - TEN has applied and paid (bar licence) - We will write to supermarkets to ask for donations of sausages, bread rolls, treats/snacks, soft drinks - We need volunteers on the day - KHD, CPB and Michelle Gleaves will run the bar and tuck shop - All other job roles for the night will be arranged via the event's WhatsApps group <p>Bags to school – JW running this project</p> <ul style="list-style-type: none"> - Date required - ASAP - KHD suggested that JW books all 3 dates for the year (1 per term) <p>Krispy Kreme – JW running this project Date – 14th October 2022</p> <ul style="list-style-type: none"> - Event no longer allowed in school, which is a shame as we made almost £600 profit from Krispy Kremes last year 	<p>LP liaise with Liena</p> <p>JW/RR liaise with school</p> <p>CPB email supermarkets</p> <p>JW book dates for each school term</p>

	<ul style="list-style-type: none"> - We have been given permission to run the event alongside Monster Mash or Xmas fair – we are not sure this will work as we need to pre order! <p>Cinema night – AS running this event Date – Thursday 17th November 2022</p> <ul style="list-style-type: none"> - Finer details TBA <p>Xmas Fair – Entire team required to run this event Date – 27th November</p> <ul style="list-style-type: none"> - See details below <p>Are we doing a January walk/family challenge?</p> <ul style="list-style-type: none"> - We have asked school if they would like us to run a sponsored fundraiser event in January 2023 - No feedback from school as yet - Team agreed we should park it for 2023 and come up with something a little bit different – Team to have a think about what we could do as an alternative 	
Plan Christmas Fair	<p>Sunday 27th November – 12:00 – 16:00 @ school</p> <p>This year we are doing a big event on a Sunday which will be open to the entire community</p> <p>Decisions;</p> <ul style="list-style-type: none"> - Should we charge for entry – all agreed NO entry charge, however we could have an optional donation box - Sponsorship - can we get a sponsor we usually charge around £300 per event Team agreed we should attempt to get a sponsor for this event – ET may be our sponsor TBC - Raffle – we are hoping vendors will donate a prize Will somebody volunteer to manage the vendors – RR will manage signed up vendors - We will look at charging £15 plus a raffle prize per vendor - Craft room – KHD will take on this room with the help of Sarah M – RR has lots of crafts supplies, we will also speak to Lian for supplies – May look at donation bucket - Plate/cup decorating – which would be chargeable, small fee of £2 per plate/cup - Do we want a nearly new toy sale – 4 for/5 against - Do we want to do Adopt a teddy – YES - Class stalls - YES - Choir – CPB ask Angela every hour for 10mins, with songs done previously with signing would be amazing - Movie room – Oak or Maple class room with Xmas movies - Food – does anyone want to head up the food? maybe JW, RR, Mrs Day? 	<p>CPB liaise with Angela Dunning</p> <p>JW to liaise with Mrs Day</p>

	<ul style="list-style-type: none"> - We could look at getting a vendor, if not we could do mince pies – ET will speak with Joanna’s & her contact with chip van - Santa – Dan will do the full 4hrs - Elves – we need volunteers; RB, CPB, AS - Santa time slots – BSFA volunteers on school gate to prebook Santa slot alternatively ask Maxine to manage the visit Santa diary - CPB to look after Santa’s grotto - JW & RR will wrap gifts - LP will look after the raffle and getting donations - AS will arrange poster 	<p>ET contact vendors</p> <p>Shout out needed for Elves</p>
Winter/Spring term	<p>Provisional save the date for Grown up’s night – curry night and games</p> <ul style="list-style-type: none"> - Saturday 11th March 2023 - KH to check date with School - Once date confirmed – Put out a save the date to class WhatsApp groups 	
School’s wish list	Not yet received	
AOB	<p>Lian looking at ASDA grant and green coin project</p> <p>Lauren is sending Xmas poster to Bramley and news story for Bleasby News (we are hoping to include advert for stalls at the Xmas fair)</p> <p>VS suggested arrange a fancy dress sale before the Monster Mash</p> <ul style="list-style-type: none"> - Shout out for costume donations will need to be put out next week after the bank holiday - Sales in conjunction with McMillan on 30th September & after school on the same day <p>LP’s husband Dan has fixed the toilets throughout the school at his own expense for materials required</p> <ul style="list-style-type: none"> - Note of thanks to be added to our pages on School’s website 	<p>VS arrange donations shout out</p> <p>CPB update website</p>
Date of next meeting	Thursday 3 rd November 2022	

Update on action points from this and previous meetings:	
Action Point	Outcome
CPB/KHD arrange Charities Commission	Pending
GB to go through budget to highlight what BSFA could cover under current constitution	Pending
VS to update presentation	Pending
JW to source Easyfundraising poster	Done